



CALTRANS LANDSCAPE SPECIALIST

Departmental Open, NonPromotional

EXAM ID: 2TR72

Department(s):	Department of Transportation
Opening Date:	January 17, 2013 08:00 AM
Closing Date:	February 14, 2013 05:00 PM
Salary:	MONTHLY-RANGED-SALARY - \$4,728.00 - \$5698.00

Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
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Exam Type:	Statewide
Location(s):	Dist 01 Caltrans Eureka Dist 02 Caltrans Redding Dist 03 Caltrans Marysville Dist 04 Caltrans Oakland Dist 05 Caltrans San Luis Obispo Dist 06 Caltrans Fresno Dist 07 Caltrans Los Angeles Dist 08 Caltrans San Bernardino Dist 10 Caltrans Stockton Dist 11 Caltrans San Diego Dist 12 Caltrans Irvine Sacramento County

INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

Caltrans strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL:

**Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

FILE IN PERSON:

**Department of Transportation
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

In a District Office, incumbents act as a staff advisor to or representative of the District maintenance engineer on all matters related to landscaping; and to do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open, Non-promotional eligible list will be established for the Department of Transportation statewide. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Possession of a valid Agricultural Pest Control Adviser license issued by the California Environmental Protection Agency (CAL-EPA) covering the following categories: control of insects, mites and other invertebrates; control of vertebrate pests; control of weeds; regulation of plant growth. Must be registered with the county agricultural commissioner. (Possession of the license and registration with the county agricultural commissioner is not required to compete in the examination, but they must be obtained prior to appointment.)

Either I

Two years of experience in the California State Department of Transportation performing maintenance or construction duties in a maintenance function in a class comparable to Caltrans Maintenance Supervisor with responsibility for at least one landscape maintenance crew.

Or II

Four years of broad experience in landscaping and grounds maintenance, tree maintenance or chemical vegetation control work, two years of which shall have been as a supervisor responsible for planning and directing the work of three or more supervised crews.

EXAMINATION INFORMATION

Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses, not multiple choice questions**.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Modern methods of propagating, planting, cultivating, and caring for trees, shrubs, flowers and various types of ground cover used in highway beautification or erosion control.
2. Landscape construction and maintenance methods and departmental policies governing maintenance of roadside vegetation.
3. Materials, equipment, and tools used in landscape maintenance and construction.
4. Names and characteristics and care required for trees, shrubs, and various types of ground cover commonly grown in California.
5. Plant pests and diseases and the chemical and biological alternatives for their control and eradication.
6. Methods, materials and equipment used in chemical vegetation control.

B. Ability to:

1. Read and write English at a level required for successful job performance.
2. Lay out long-range landscape maintenance programs.
3. Plan, organize, and coordinate roadside fire hazard, chemical vegetation and noxious weed control programs.
4. Review and recommend improvements on landscape contract plans.
5. Administer utility trimming and permit inspection work.
6. Understand and interpret drawings, plans, maps, and layouts.
7. Analyze situations accurately and take effective action.
8. Dictate correspondence and prepare reports.
9. Maintain cooperative relationships with departmental personnel and the public.
10. Prepare and conduct training programs.
11. Effectively direct the work of others.
12. Effectively contribute to the Department's safety, health, Equal Employment Opportunity and labor relations program objectives.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this examination.

SELECTION PLAN

It is anticipated that the examination will be given in **April/May 2013**.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7838.

SPECIAL REQUIREMENTS

Possession of the license and registration with the county agricultural commissioner is not required to compete in the examination, but they must be obtained prior to appointment.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be

limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at

<http://jobs.ca.gov/Job/VeteransInformation> or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.